

Federal Work-Study Job Description Form

Job Title: Tutor & Digital Assistant

Department or Organization: CAPS

Address (Off-campus only): 340 Chestnut St, Holyoke, MA

Desired No. of Hires: 5

Supervisor: Andrew Fletcher

Office: Donahue 240A

Phone: 413-552-2416

Email: afletcher@hcc.edu

Designee: Yarida Cruz

Office: Donahue 240

Phone: 413-552-2584

Email: ycruz@hcc.edu

General Job Description: Under the direct supervision of the Director of the Center for Academic Program Support (CAPS), provide academic support to students through tutoring. The role includes assisting students with content-related material, including a review of syllabi with students to clarify assignments and expectations, assignments/homework, facilitating study groups, and supporting the overall development of students in a positive and encouraging environment.

Detailed List of Duties:

- Work with students in grades 1st-5th when scheduled off-campus. Work with college students when scheduled on campus if availability allows.
- Reinforcing lessons from school and helping with homework.
- Provide literacy support, including reading comprehension and vocabulary building.
- Assist with math concepts such as basic operations and problem-solving strategies.
- Understand the course content and be prepared to engage students in active learning to set the foundation for the tutoring, identify the student's needs, and tailor the session accordingly.
- Help students interpret the course content by breaking down concepts into simpler terms that the student can understand to ensure the student clearly understands the course content before moving on to other tasks.
- Work with students on a one-to-one or small-group basis to provide individualized attention, identify the student's strengths and weaknesses, and provide feedback accordingly.
- Understand a Student's Learning Style and adapt the tutoring session accordingly. Some students may be visual learners, while others may be auditory learners. Identify the student's learning style and provide instruction.
- Help students become independent learners by teaching them how to learn independently, providing guidance on studying effectively, and encouraging them to take ownership of their learning.
- Maintaining accurate records of tutoring sessions using Google Sheets and assisting students with the Navigate360 Kiosk if needed.
- Communicate with the instructor if needed to review services to ensure the tutoring session is aligned with the course objectives.
- Communicate with other resources, if needed, to support students and work collaboratively to provide the best possible support.
- Help students integrate information technology within the given area by teaching them how to use technology to enhance their learning, identify appropriate technology tools, and provide instruction on how to use them.
- Create social media posts such as photos, videos, or graphics to relay resources and announcements.
- Assist with digital tasks in the CAPS office as needed.

Opportunities for Advancement: Please list those duties an employee can expect to learn in terms of job growth if rehired.

Peer I tutor = student tutor with no degree.

CRLA Level 1 if tutors for more than 25 hours and attends more than 10 hours of training.

Higher levels include Peer II (obtains an Associate's degree) and CRLA levels 2 and 3 are achievable with more tutoring and training hours.

Responsibility Involved: Consider responsibility for the direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.

No direction of other staff. Prospective students can be referred to the supervisor. Office equipment such as computers and copiers/printers can be used for duties. A camera and microphone can be used for online tutoring and necessary software for duties and recordkeeping. Confidentiality required. See FERPA policy.

Skills and/or previous experience desired:

- Previous tutoring experience is a plus but not necessary.
- Basic computer skills required.
- One completed semester as a college student.
- Ability to work well with a diverse student population.
- Patience, good communication, organizational and interpersonal skills.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

Mondays, Tuesdays, Thursdays, and Fridays 3:15 pm-5:30 pm and Wednesdays 2:15 pm-5:30 pm

How to Apply: Contact the supervisor/designee listed above.

Completed and Submitted By:

Andrew Fletcher
Print Name of Supervisor

Director of CAPS
Title

3/4/2025
Date

Please return the completed form to drosado@hcc.edu